

**Han, Linda (DPH)**  
**From:** Caloggero, Dina (DPH)  
**Sent:** Thursday, September 06, 2012 8:46 PM  
**To:** Han, Linda (DPH)  
**Subject:** Drug Lab QA Meeting March 7th, 2006 QC Meeting

I will look tomorrow morning and see if I find anything else in the files in Peggy's room.

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**From:** Piro, Peter (DPH)  
**Sent:** Monday, March 13, 2006 7:02 PM  
**To:** George, Harvey (DPH); DiNatale, Margaret (DPH); Tisei, Nancy (DPH); Salemi, Charles (DPH); Piro, Peter (DPH)  
**Cc:** Stevenson, Allan (DPH); Caloggero, Dina (DPH)  
**Subject:** March 7th, 2006 QC Meeting

Present: Dr. Harvey George, Margaret DiNatale, Nancy Tisei, Charles Salemi and Peter Piro

Minutes: Prepared by Peter Piro

1. Review of February QC

- a) The balance QC was checked and signed off by Dr. George.
- b) The UV/VIS spectrophotometer QC was reviewed and signed off by Nancy Tisei.
- c) The IR spectrophotometer QC was reviewed and signed off by Margaret DiNatale.
- d) The GC/MS Daily Autotune QC Check was reviewed and signed off by Nancy Tisei.
- e) The GC/MS Daily Injector/Column Check was reviewed and signed off by Nancy Tisei.
- f) The reagent preparation book was reviewed and signed off by Margaret DiNatale.
- g) The Monthly GC/MS Standard QC Log was reviewed and signed off by Dr. George.

2. Written results for the February sample audit were submitted and signed off by Nancy Tisei.

3. Amherst Lab QC records were checked and signed off by Dr. George.

Dr. George requested that the Laboratory Supervisor sign off on the monthly QC for Amherst.

4. Verification of automated/computer generated calculations and instrument downloads is not applicable to the Drug Laboratory.

**Han, Linda (DPH)**

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**From:** Caloggero, Dina (DPH)  
**Sent:** Thursday, September 06, 2012 8:47 PM  
**To:** Han, Linda (DPH)  
**Subject:** More QA from the drug Lab Amended June 2006 QC Meeting

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**From:** Piro, Peter (DPH)  
**Sent:** Monday, June 19, 2006 2:41 PM  
**To:** George, Harvey (DPH); DiNatale, Margaret (DPH); Tisei, Nancy (DPH); Salemi, Charles (DPH); Piro, Peter (DPH)  
**Cc:** Stevenson, Allan (DPH); Caloggero, Dina (DPH)  
**Subject:** Amended June 2006 QC Meeting

Present: Dr. George, Charles Salemi and Peter Piro  
 Minutes: Prepared by Peter Piro

**Pending Agenda Items**

The original training checklist for new employees hired since October 2005 was signed by Dr. George.

**1. Review of May 2006 QC**

a) The balance QC was checked and signed off by Dr. George.

b) The UV/VIS spectrophotometer QC was reviewed and signed off by Dr. George.

c) The IR spectrophotometer QC was reviewed and signed off by Dr. George.

d) The GC/MS Daily QC Check was reviewed and signed off by Dr. George.

e) The reagent preparation book was reviewed and signed off by Dr. George.

f) The Monthly GC/MS Standard QC Log was reviewed and signed off by Dr. George.

**2. Written results for the May sample audit were submitted and signed off by Dr. George.**

**3. Amherst Lab QC records were checked and signed off by Dr. George.**

**4. A system of tracking corrected reports was discussed and is under development by the Drug Laboratory.**

**5. The GC/MS SOP is under review and a procedure for psilocybin mushrooms is being written.**

**6. An annual employee competency assessment program was discussed. A written plan will be added to the Drug Laboratory QC program**

9/7/2012

## **Tisei, Nancy (DPH)**

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**From:** Piro, Peter (DPH)  
**Sent:** Wednesday, April 18, 2007 2:08 PM  
**To:** George, Harvey (DPH); DiNatale, Margaret (DPH); Tisei, Nancy (DPH); Salemi, Charles (DPH); Piro, Peter (DPH)  
**Cc:** Stevenson, Allan (DPH); Caloggero, Dina (DPH)  
**Subject:** April 2007 QC Meeting

Present: Dr. George, Margaret DiNatale, Nancy Tisei, Charles Salemi and Peter Piro  
Minutes: Prepared by Peter Piro

### **1. Review of January, February and March 2007 QC**

- A) The balance QC was checked and signed off by Dr. George.
- B) The U.V./VIS spectrophotometer QC was checked and signed off by Peggy DiNatale.
- C) The I.R. spectrophotometer QC was reviewed and signed off by Peggy DiNatale
- D) The GC/MS Daily QC Checklist was reviewed and signed off by Nancy Tisei. QA requested sequence sheets to be saved in the event a sequence is entirely aborted. QA also asked to have sequence sheets clearly marked if a run contains more than one tune. Implementation will begin in May.
- E) The reagent preparation book was reviewed and signed off by Nancy Tisei.
- F) The Monthly GC/MS Standard QC log was reviewed and signed off by Nancy Tisei. Starting in May 2007 the preparing chemist will not be able to review QC results.
- G) The Marijuana Negative Control Test (December through March 2007) was reviewed and signed off by Peggy DiNatale.

**2. Written results for sample audits (Dec-March 2007) were submitted and signed off by Nancy Tisei.**

**3. Amherst Lab's QC records for Dec.-March 2007 were checked and signed off by Nancy Tisei.**

**4. Refrigerator temperature charts were checked and signed off by Peggy DiNatale for December-March 2007.**

4/23/2007

SPP NT 176 PDN

— Tech. Supervisors —

Judith's response  
to meeting times?

Drug Analysis Laboratory (x6631) QC Meeting Agenda  
Tuesday April 3, 2007 2:15pm Drug Lab

1. Review January, February and March QC for:

- a) Balances
- b) UV/VIS Spectrophotometers
- c) IR Spectrophotometers
- d) ☒ GC/MS Daily QC Checklist (in lab)

- Cross outs  
not initialed / dated.

- e) ☒ Reagent preparation
- f) Monthly GC/MS Standard QC log (in lab)
- g) ☒ Marijuana negative control
- h) *Chemist check*

3. Review Amherst Lab's QC records for January, February and March.



Will submit 4 standards for audit.

data 15 yrs -

RP AKD  
HG NMT

*A time to 2pm*

KHAN

Drug Analysis Laboratory (x6631) QC Meeting Agenda  
Tuesday June 5, 2007 2:15pm Room 454

1. Review April and May QC for:

- a) ☒ Balances
- b) ☐ UV/VIS Spectrophotometers
- c) ☐ IR Spectrophotometers
- d) ☐ GC/MS Daily QC Checklist (in lab)
- e) ☒ Reagent preparation
- f) ☒ Monthly GC/MS Standard QC log (in lab)
- g) ☒ Marijuana negative control.

*CP*

- h. ~~Sample audits~~ — ~~next month~~ *May + June*
- i. ~~QA~~ *(paperwork)* study project

*Email to Annie*

3. Review Amherst Lab's QC records for April and May.

*[Handwritten signature]*

*[Handwritten signature]*

**Tisei, Nancy (DPH)**

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**From:** Khan, Annie (DPH)  
**Sent:** Wednesday, June 06, 2007 12:24 PM  
**To:** George, Harvey (DPH); DiNatale, Margaret (DPH); Tisei, Nancy (DPH); Salemi, Charles (DPH); Piro, Peter (DPH); Khan, Annie (DPH)  
**Cc:** Stevenson, Allan (DPH); Caloggero, Dina (DPH)  
**Subject:** June 2007 QC Meeting

**June 2007 QC Meeting**

**Present:** Dr. George, Nancy Tisei, Peter Piro and Annie (Khan)Dookhan

**Minutes:** Prepared by Annie (Khan)Dookhan

**1. Review of April and May 2007 QC**

- A) The balance QC was reviewed and signed off by Nancy Tisei.
- B) The UV/VIS Spectrophotometer QC was reviewed and signed off by Dr. George.
- C) The IR Spectrophotometer QC was reviewed and signed off by Dr. George.
- D) The GC/MS Daily QC Checklist was reviewed and signed off by Dr. George. QA requested that the Relative Retention Time difference be changed from  $< 10\%$  to  $< 2.5\%$ .
- E) The Reagent Preparation Book was reviewed and signed off by Nancy Tisei.
- F) The Monthly GC/MS Standard QC log was reviewed and signed off by Nancy Tisei.
- G) The Marijuana Negative Control Test (April through May) was reviewed and signed off by Nancy Tisei.
- H) Written results for the April and May Sample Audits were reviewed and signed off by Nancy Tisei. QA requested that the person(s) conducting the audit should not be the QC Reviewer.
- I) The Weekly GC QC was introduced at the meeting. The lab is currently in process of developing new forms and implementing procedures to document the weekly QC checks for the GC instruments.

**2. Amherst Lab's QC records for April and May were reviewed and signed off by Nancy Tisei.**

**Pending:** QA/QC Project 2007

6/6/2007

Drug Analysis Laboratory (x6631) QC Meeting Agenda  
Tuesday August 7, 2007 2:00pm Room454

1. Review June and July QC for:

- a) Balances ✓
- b) UV/VIS Spectrophotometers ✓
- c) IR Spectrophotometers ✓
- d) GC/MS Daily QC Checklist (in lab) ✓
- e) Reagent preparation ✓
- f) Monthly GC/MS Standard QC log (in lab) ✓
- g) Marijuana negative control ✓

3. Review Amherst Lab's QC records for June and July. ✓



**DiNatale, Margaret (DPH)**

From: Khan, Annie (DPH)

Sent: Monday, August 20, 2007 7:40 AM

To: George, Harvey (DPH); DiNatale, Margaret (DPH); Salemi, Charles (DPH); Piro, Peter (DPH); Khan, Annie (DPH)

Cc: Stevenson, Allan (DPH); Caloggero, Dina (DPH); Nassif, Julianne (DPH)

Subject: August 2007 QC Meeting

**August 2007 QC Meeting**

Present: Dr. George, Peggy DiNatale and Annie (Khan)Dookhan

Minutes: Prepared by Annie (Khan)Dookhan

**1. Review of June and July 2007 QC**

- A) The Balance QC was reviewed and signed off by Peggy DiNatale.
- B) The UV/VIS Spectrophotometer QC was reviewed and signed off by Dr. George.
- C) The IR Spectrophotometer QC was reviewed and signed off by Dr. George.
- D) The GC/MS Daily QC Checklist was reviewed and signed off by Peggy DiNatale. QA stated that it was okay to change the Relative Retention Time difference from < 10% to < 5%.
- E) The Reagent Preparation Book was reviewed and signed off by Peggy DiNatale.
- F) The Monthly GC/MS Standard QC log was reviewed and signed off by Dr. George.
- G) The Marijuana Negative Control Test (June through July) was reviewed and signed off by Peggy DiNatale.
- H) The Temperature Log for June was reviewed and signed off by Dr. George.
- I) The GC/MS Maintenance Books, which are reviewed bi-annually, were reviewed and signed off by Dr. George.
- J) The GC Maintenance Books, which are reviewed bi-annually, were reviewed and signed off by Peggy DiNatale.

**2. Amherst Lab's QC records for June and July were reviewed and signed off by Dr. George.**

Pending: QA/QC Project 2007



*Harry George*  
*120 day appt*  
*9-7-07*

*Nancy Tisei*  
*8-14-07*

8/20/2007

Drug Analysis Laboratory (x6631) QC Meeting Agenda  
Tuesday May 1, 2007 2:15pm Room454

1. Review April QC for:

- a) Balances
- b) UV/VIS Spectrophotometers
- c) IR Spectrophotometers
- d) GC/MS Daily QC Checklist (in lab)
- e) Reagent preparation
- f) Monthly GC/MS Standard QC log (in lab)
- g) Marijuana negative control

*Cancelled by lab*

3. Review Amherst Lab's QC records for April.

Drug Analysis Laboratory (x6631) QC Meeting Agenda  
Tuesday July 3, 2007 2:00pm Room454

1. Review June QC for:

- a) Balances
- b) UV/VIS Spectrophotometers
- c) IR Spectrophotometers
- d) GC/MS Daily QC Checklist (in lab)
- e) Reagent preparation
- f) Monthly GC/MS Standard QC log (in lab)
- g) Marijuana negative control

3. Review Amherst Lab's QC records for June.

*Amherst Lab*